

BURA | BUFFALO URBAN RENEWAL AGENCY

Buffalo Urban Renewal Agency (BURA)
65 Niagara Square, Room 901
Buffalo, NY 14202

www.buffalourbanrenewal.com

REQUEST FOR PROPOSALS

Operation and Short-Term Lease of 3012 Main Street

Buffalo Urban Renewal Agency (BURA) | Buffalo, New York

RFP Release Date	**Monday, November 23rd, 2026**
Site Inspection Date	TBD
Questions Due	Wednesday, December 2nd, 2026
Proposal Submission Deadline	Monday December 21st, 2026
Anticipated Lease Commencement	February 1, 2026

I. Introduction and Purpose

The Buffalo Urban Renewal Agency (BURA) invites qualified businesses, nonprofit organizations, community-based organizations, and other experienced entities to submit proposals to lease and operate the vacant former daycare facility located at 3012 Main Street, Buffalo, New York.

BURA seeks an operator capable of maintaining the interior of the property, securing the premises, implementing a viable use, and preserving the building's condition during a short-term lease.

The proposed lease will be for an initial term of one (1) year, with an option to extend for one (1) additional year, subject to negotiated lease terms, satisfactory performance, and applicable approvals.

BURA will remain responsible for routine lawn care and grounds maintenance. The selected operator will assume responsibility for routine interior maintenance, housekeeping, security, and costs associated with its approved operations, as further defined in the lease agreement.

II. Property Description

Address	**3012 Main Street, Buffalo, NY 14214**
Property Owner	Buffalo Urban Renewal Agency
Current Status	Vacant former daycare center
Approximate Building Area	11,130 square feet
Building Type	Single-story commercial facility (slab on grade)
Approximate Year Built	2005
Approximate Parcel Area	2.29 acres
Parking	Historically advertised as approximately 75 spaces

The building has approximately 12 large rooms, additional office-suitable spaces, multiple bathrooms and exterior access points, a commercial-style kitchen with an exhaust hood, and heating, ventilation, air-conditioning, and security systems. The property is near public transportation, including Metro Rail service.

Existing Building Conditions

The building is currently vacant. HVAC equipment has previously been reported stolen or damaged (external units only). The condition and availability of remaining mechanical equipment, utilities, kitchen equipment, fire protection systems, and other building are still intact. BURA should identify known deficiencies and any proposed owner-funded repairs before lease execution. Respondents must identify improvements, repairs, or equipment necessary for their proposed use.

The property will be offered in its existing condition, subject to written disclosures, negotiated responsibilities, and required pre-occupancy corrections.

III. Proposed Lease Structure

Initial Term	One year
Renewal Option	One additional year, subject to lease conditions and approvals
Rental Amount	Respondent to propose monthly rent
Security Deposit	TBD
Interior Maintenance	Operator responsibility
Routine Lawn Care	BURA responsibility
Utilities	Operator responsibility unless otherwise negotiated
Interior Cleaning	Operator responsibility
Permits and Licenses	Operator responsibility
Insurance	Operator responsibility, as specified in lease
Alterations	Prior written BURA approval required
Subleasing	Prohibited without written BURA authorization
Early Termination	Subject to negotiated terms and redevelopment considerations

The renewal option will not be automatic. Its exercise will be subject to conditions in the executed lease.

IV. Operator Responsibilities

A. Interior Maintenance and Housekeeping

Maintain the interior in a clean, safe, sanitary, and orderly condition, including routine cleaning of occupied spaces, restrooms, corridors, offices, kitchens, and common areas. Perform ordinary interior upkeep and minor nonstructural repairs associated with the operator's use. Promptly report conditions requiring substantial repairs or professional evaluation.

B. Building Security

Secure doors, windows, entrances, and exits; maintain appropriate access controls; and promptly report break-ins, vandalism, theft, or damage to BURA and appropriate authorities. Do not interfere with emergency egress or life-safety systems.

C. Utilities and Operational Expenses

Arrange and pay for electricity, gas, water, telecommunications, waste collection, and other operational services, unless otherwise agreed in writing.

D. Code Compliance and Licensing

Obtain required licenses, approvals, inspections, and permits. Comply with applicable building, fire, zoning, accessibility, health, and safety requirements. Any change of use or occupancy classification requires necessary approvals before operations commence.

E. Interior Alterations and Improvements

Submit renovations, modifications, equipment installations, signage, and other changes to BURA for prior written approval. No structural or building-system modifications may proceed without authorization and applicable permits.

F. Property Preservation

Prevent waste, unauthorized alterations, deterioration, and activities that could damage the property. Provide BURA reasonable access for inspections and maintenance coordination.

V. BURA Responsibilities

BURA will retain responsibility for routine lawn care and grounds maintenance, coordinate access for approved inspections, and review requests for building modifications. Responsibility for major building systems, structural components, HVAC restoration, roof and exterior repairs, parking lot maintenance, snow removal, and capital improvements will be allocated in the final lease. Respondents should not assume BURA will fund repairs beyond those expressly identified in the lease.

VI. Acceptable and Proposed Uses

BURA welcomes practical and financially sustainable uses of the existing building. Potential uses may include childcare or early education, community services, workforce development, professional offices, educational programming, nonprofit services, or other appropriate commercial or institutional activities. These examples do not constitute zoning approval or confirmation of occupancy suitability.

Respondents must describe the intended use, expected occupancy, operating hours, staffing, parking needs, public access, renovations, and licensing. Proposals involving significant alterations, hazardous activities, or uses incompatible with the short-term lease may be deemed unsuitable.

VII. Proposal Submission Requirements

1. Organizational Information

Legal entity name, address, primary contact, organizational structure, years of operation, and relevant experience.

2. Proposed Building Use

Operations, programs or services, intended population served, expected occupancy, hours, and neighborhood compatibility.

3. Operational Plan

Staffing, management, security, interior maintenance, waste management, and deficiency reporting.

4. Financial Proposal

Proposed monthly rent, commencement date, operating budget, utilities, and financial resources.

5. Building Improvements

Proposed alterations, equipment, repairs, estimated costs, funding, schedule, and requested BURA work.

6. Relevant Experience

Comparable facilities or operations from the past five years and references.

7. Financial Capacity

Financial statements, operating budgets, capital evidence, or comparable documentation.

8. Insurance and Compliance

Evidence of insurability and disclosure of material regulatory violations, litigation, or other relevant matters.

VIII. Property Inspection and Due Diligence

BURA intends to offer prospective respondents an opportunity to inspect the property before submitting proposals. Respondents should assess interior configuration, HVAC, plumbing, electrical and fire protection systems, kitchen and restroom facilities, accessibility and egress, parking and circulation, permitting, and operating costs.

A site inspection does not authorize independent testing, destructive investigation, or alterations without prior written BURA approval.

IX. Evaluation Criteria

Proposed Use and Community Benefit
Operating Experience and Qualifications
Financial Capacity and Proposed Rental Terms
Property Maintenance and Management Plan
Readiness to Occupy and Implementation Schedule
TOTAL

BURA may request interviews, clarifications, supplemental documentation, or revised proposals. Selection will be based on the proposal determined most advantageous to BURA under the published criteria, not solely on the highest rental offer.

X. Anticipated Selection Process

1. Issue RFP and schedule property inspections.
2. Receive written questions and distribute addenda.
3. Receive proposals by deadline.
4. Evaluate responsive proposals.
5. Conduct interviews or seek clarification if necessary.
6. Identify preferred operator.
7. Negotiate lease, complete due diligence, and secure required approvals.
8. Execute lease and commence occupancy preparations.

BURA reserves the right to revise the schedule by written notice or addendum.

XI. General Terms and Conditions

Subject to applicable law and procurement requirements, BURA reserves the right to reject any or all proposals, request information, waive nonmaterial irregularities, amend or cancel the solicitation, or negotiate terms with a preferred respondent. This RFP does not obligate BURA to execute a lease or reimburse proposal preparation costs.

The selected respondent must execute an approved written lease before taking possession. The lease conveys no ownership or purchase right. The property may be affected by future redevelopment planning; any early termination rights, relocation obligations, notice periods, or renewal limitations must be expressly stated in the executed lease.

Release Date: November 23rd, 2026
Site Inspection TBD
Questions by: 1PM E.S.T, December 2nd, 2026

Submission Date: 3PM E.S.T December 21, 2026

Responses must be received by BURA via email to
burarfp@buffalony.gov no later than December 21st, 2026 at 3pm est.
BURA will confirm date and time of receipt via email

BURA RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO WAIVE ANY INFORMALITY THEREIN CITY OF BUFFALO URBAN RENEWAL AGENCY (BURA) FOR PROPOSAL